

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **April 21, 2016** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: MIKE AUBINGER, CHAD BIANCHI, NATHAN JESKE, DAVID RUNNING, JOHN VAN DYCK and JOHN VANDER LEEST

EXCUSED: BOB NIELSEN, and CHRISTOPHER WAGNER

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff). Jane Dederling and David Lang, HGA; Bill Meindl, GB Development News; Michelle Lachat, NEA; Staush Gruszynski, Joan Brusky, and Tom Sieber, Brown County Supervisors; Beth Lemke, Neville Public Museum Director; Eileen Rogers, Megan Shoda, public; and Ben Krumholz, WLUK-FOX 11.

CALL TO ORDER President Aubinger called the meeting to order at 5:22 p.m.

II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. **Motion** by J. Vander Leest, seconded by N. Jeske, to approve the agenda and the March minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

IV. PRESENTATION OF FACILITIES MASTER PLAN BY HGA ARCHITECTS AND ENGINEERS

B. Simons introduced Jane and David from HGA who presented the draft facilities master plan. They described the process they utilized to collect data and information on the current state, the relevance of, and the future state of Brown County Library. They emphasized that the plan is not an implementation or branch design checklist. It is, however, a framework (guiding criteria) for future opportunities for improved relevance with the focus on capitalizing on work done – not reinventing it.

The report strives to answer questions like, What will make BCL relevant in the next 10 years? How do people see library? How does the library represent the community? Libraries have uniqueness in that they can further technology, literacy and be a catalyst for change by being a technology resource and a literacy leader.

Noting that services and programs have implications on facilities, it is recommended that criteria for a hierarchy of sizes be established. This hierarchy is separated into four sizes: a downtown library (not necessarily a Central Library); bigger regional libraries with longer hours and other amenities; Community & Neighborhood libraries; and express libraries. With this model, there is a direct connection to what is valued: creating community fabric; the library as a change agent; programming, financial technology and facilities.

Criteria and expectations exist with each distinctive criterion from meeting room spaces study rooms, drive-up book returns, special collections, business centers, partners, and others.

Priorities for replacement or renovation (but with no dollar amount assigned) rank the East Branch and Central Library above the other locations. But new, unplanned opportunities related to other locations will influence and gauge decisions. The options are plentiful and include choices for size since the state of Wisconsin does not have mandated sizes, only guidelines.

J. Van Dyck asked what will finalize the plan. B. Simons and the administrative staff will review and edit the draft so it is in alignment with a comfort level. J. Vander Leest asked if the county executive had been invited to a presentation and he had been and HGA also had a meeting with him. The County Board had also been invited to the public session meeting with HGA. Additionally, the County Board was invited to a public session. J. Vander Leest stressed needing the support of the County Board. M. Aubinger asked what the reasoning was behind building libraries on the borders of communities. B. Simons replied that larger rural communities exist on borders. The other advantage would be payment for cross-county library services. J. Vander Leest noted that the library has to be cognizant of location and focus on serving residents of Brown County. Locations that offer mass transit and are pedestrian friendly are also important considerations.

HGA, Gruszynski, Lemke, and Jeske left the meeting at 6:15 p.m.

V. LIBRARY BUSINESS

A. Technology Report B. Simons reported that the Chromebooks, as well as Kindle Fire eReaders, have been received and are being prepared for checkout. The hotspots are circulating at the East, Pulaski and Denmark branches. The library purchased 11

more through TechSoup and will pilot them at Central. **Motion** by J. Vander Leest, seconded by C. Bianchi, to receive and place the technology report on file. **Motion carried.**

B. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. L. Denault reviewed the financial report as of March 31, 2016 and January, February and March donation reports. Fines and fees are trending downward most likely due to an increase in digital checkouts that have no overdue fees associated with them. J. Vander Leest asked about the donations for Ashwaubenon furniture. A letter campaign prompted donations that were matched by an anonymous donor. **Motion** by J. Vander Leest, seconded by D. Running, to approve the March, 2016 financial report and the January, February, and March 2016 Gifts, Grants and Donations as follows:

Brown County Library Gifts, Grants & Donations Report January 2016

Gifts & Donations

01/06/16	Lawrence May	100.00	Ashwaubenon Furniture
01/20/16	Larry & Julia Reeck	50.00	Ashwaubenon Furniture
01/20/16	Branch Buddies of the Brown County Library	78.98	Program Supplies
01/20/16	Friends of the Brown County Library	1,829.87	Program Supplies
01/20/16	Ashwaubenon Lioness	300.00	Ashwaubenon Furniture
01/27/16	Anonymous Donor	30.00	Ashwaubenon Furniture
01/27/16	Dennis Keyzer	50.00	Ashwaubenon Furniture
01/31/16	Friends of the Brown County Library	(1,579.13)	Program Supplies (Overpayment)
01/31/16	Friends of the Brown County Library	1,312.00	Room Reserve/Summer Reader Maint.
01/31/16	Stacy Maes	25.00	Weyers-Hilliard Programming
01/31/16	Patricia Maenner-In Memory of James Holschuh	100.00	Adult Fiction
	Total Donations	\$ 2,296.72	

Federal & State Grants

1/31/2016	Nicolet Federated Library System	\$ 718.50	Continuing Education
1/31/2016	Nicolet Federated Library System	2,083.33	Technology Grant
1/31/2016	Nicolet Federated Library System	679.95	Summer Reading Program
	Total Grants	\$ 3,481.78	

Brown County Library Gifts, Grants & Donations Report February 2016

Gifts & Donations

02/02/16	Anonymous Donor	5,697.22	Ashwaubenon Furniture
02/03/16	Joyce Bouche	50.00	Ashwaubenon Furniture
02/03/16	Anonymous Donor	25.00	Ashwaubenon Furniture
02/03/16	BCCWC-In Memory of Bernie Ball	25.00	Kress Materials
02/10/16	Sally & John Sieber	100.00	Ashwaubenon Furniture
02/10/16	Karen Callahan	60.00	Ashwaubenon Furniture
02/18/16	Friends of the Brown County Library	2,727.02	Program Supplies
02/18/16	Daniel & Eileen Rogers-In Memory of Chris Hinkfuss	25.00	Genealogy Materials
02/24/16	James Sawyer	75.00	Southwest Children's Programming
02/29/16	Susan Sherlag	25.00	Ashwaubenon Furniture
02/29/16	Donna Bultman	500.00	Ashwaubenon Furniture
02/29/16	Abhay Kumar	50.00	Ashwaubenon Furniture
02/01/16	Ashwaubenon	30.13	Donation Box
02/01/16	Bookmobile	2.00	Donation Box

02/01/16	East	38.19	Donation Box
02/01/16	Weyers/Hilliard	16.57	Donation Box
02/01/16	Central Circulation	28.94	Donation Box
02/01/16	Kress	23.70	Donation Box
02/01/16	Pulaski	16.25	Donation Box
02/01/16	Southwest	10.22	Donation Box
02/01/16	Wrightstown	11.08	Donation Box
	Total Donations	\$ 9,536.32	

Federal & State Grants

2/29/2016	Nicolet Federated Library System	\$ 485.78	Collection Development
2/29/2016	Nicolet Federated Library System	800.00	Continuing Education
2/29/2016	Nicolet Federated Library System	2,083.33	Technology Grant
	Total Grants	\$ 3,369.11	

Brown County Library Gifts, Grants & Donations Report March 2016

Gifts & Donations

03/02/16	Leslie Van Vonderen	100.00	Local History & Genealogy Impr.
03/02/16	Local History & Genealogy Participants	478.00	Local History & Genealogy Impr.
03/09/16	Local History & Genealogy Participants	369.00	Local History & Genealogy Impr.
03/09/16	Well Fargo Bank	398.00	Money Smart Week Materials
03/09/16	WPS Foundation/Donna Bultman	500.00	Ashwaubenon Furniture
03/09/16	Friends of the Brown County Library	109.21	Program Supplies
03/16/16	Local History & Genealogy Participants	107.00	Local History & Genealogy Impr.
03/16/16	Denmark Lions Club	400.00	Denmark Children's Prog.
03/23/16	Daniel & Eileen Rogers-In Memory of Rosemary Hinkfuss	50.00	Local History & Genealogy Impr.
03/23/16	Julia Norton	50.00	Denmark Summer Reading Prog.
03/30/16	Julia Norton	100.00	East Summer Reading Prog.
03/30/16	Ashwaubenon Lioness Club	300.00	Large Print Materials
03/30/16	Evening in Tuscany Donors	264.00	Wrightstown Materials
03/30/16	Friends of the Brown County Library	802.24	Program Supplies
03/30/16	Robinson Family Foundation	4,000.00	Library Improvements
03/30/16	Gary & Cindy Shermetaro-In Memory of Ted Cavadeas	30.00	Adult or Children's Material
03/30/16	Brown County Community Women's Club	50.00	Kress Materials
03/30/16	Carey Wickman-In Memory of Kenneth "Soup" Jossart	25.00	Adult Materials
	Ashwaubenon	23.67	Donation Box
	Bookmobile		Donation Box
	East	71.54	Donation Box
	Weyers/Hilliard	31.86	Donation Box
	Central Circulation	37.74	Donation Box
	Kress	25.59	Donation Box
	Pulaski	9.10	Donation Box
	Southwest	7.87	Donation Box
	Wrightstown	25.25	Donation Box
	Total Donations	\$ 8,365.07	

Federal & State Grants

3/31/201				
6	Nicolet Federated Library System	\$	10,601.14	Collection Development
3/31/201				
6	Nicolet Federated Library System		1,481.50	Continuing Education
3/31/201				
6	Nicolet Federated Library System		2,083.33	Technology Grant
	Total Grants	\$	14,165.97	

Motion carried.**VI. FACILITIES REPORT**

A. DISCUSSION AND POSSIBLE ACTION REGARDING THE ASHWAUBENON BRANCH ROOF Action is needed to correct the snow crestring issue on the roof at the Ashwaubenon Branch. The expense is slated for capital bonding in the 2017 budget. B. Simons discussed an option with M. Aubinger that could come out of the library's operating budget. This would entail building an extra awning that could handle the weight and move the snow further away from the entrance. The steps would be removed making the walkway to the entrance extend from the parking lot. **Motion** by J. Vander Leest, seconded by J Van Dyck, to hold the May board meeting at the Ashwaubenon Branch in order to analyze the roof and consider the suggested option. **Motion carried.**

B. DISCUSSION AND POSSIBLE ACTION ON LIBRARY RENOVATION FUNDS USAGE – CENTRAL LIBRARY LOWER LEVEL AND PARKING LOT B. Simons reported that the library received d \$122,000 from the 425 fund for the Central Parking lot resurfacing project that includes moving the transformer. Since concrete can last longer than asphalt, both options were bid. The low bid was from North East Asphalt (NEA). An additional \$16,000 would be needed to complete the project with concrete. This option was presented to PD&T and County Administration. A resolution written by County Admin and presented in order to get the project underway as soon as possible. PD&T voted to receive and place on file which slowed the timeline down. The goal was to have the parking lot done at the same time the lower level is under construction to minimize disruption of library services to the public.

J. Van Dyck noted that, according to Corp Counsel and County Admin, that once the County board approved \$122,000 in December, it was put under control of Library Board. Supervisor Erickson was concerned about heavy equipment on asphalt if a building renovation occurred. The thicknesses of the asphalt were increased to alleviate concerns about the base. J. Van Dyck doesn't see a problem moving ahead with asphalt bid because the process has started regardless if the county could make it work or not.

Motion by J. Vander Leest, seconded by D. Running to approve NEA's bid of \$91,345 for asphalt. **Motion carried.** Michelle Lachat (NEA) commented that the paperwork is set up and the company is ready to start in early May and finish by May 27. J. Vander Leest reiterated considering the county for service in the future. B. Simons noted that the county was communicated with and it didn't fit their timeline.

C. DISCUSSION AND POSSIBLE ACTION REGARDING POSSIBLE PROJECTS USING REMAINING 425 FUNDS B. Simons reported that notice was received indicating that monies available from the 425 fund are available for Central Library improvements only. Several options exist including, renovating bathrooms at the Central Library. They are in poor condition and not built for today's world. Door-less bathrooms (movie theatre-style) are more common. An ADA compliant remodel alone would cost a considerable amount, likely \$200,000 or more. Other options mentioned were moving Technical Services and expanding the Local History & Genealogy Department to include separate climate control (~\$200,000); moving Local History & Genealogy to the library's 3rd floor; and adding a commercial kitchen for programmatic and public use, ~\$100,000. B. Simons noted that a decision needs to be made very soon. J. Vander Leest countered that these suggestions need more discussion. C. Bianchi wondered if one or more of these options could be eliminated. After further discussion, support was garnered for bathroom upgrades.

C. Beyler has some quotes for engineering but needs 3-5 weeks to advance them. J. Van Dyck recommended a meeting with the County Executive to find out if money can be moved without County Board action since it is in a certain fund class category (3). **Motion** by J. Vander Leest, seconded by D. Running, to approve design and engineering for the renovation of existing bathrooms, including ADA compliance, at the Central Library. **Motion carried.**

VII. APPROVE MODIFIED GRIEVANCE POLICY Included in packet. Slight wording changes bring the policy up to date. After discussion, Motion J. Van Dyck, seconded by C. Bianchi, to approve the modified grievance policy. **Motion carried.**

VIII. APPROVE OUT OF COUNTY TRAVEL (COSUGI/PLA) Motion by J. Van Dyck, seconded by C. Bianchi, to approve out of county travel for library staff to attend conferences and workshops. Motion carried.

IX. DISCUSSION AND POSSIBLE ACTION ON GREEN BAY MODEL RAILROADER'S CLUB LEASE RENEWAL Motion by J. Van Dyck, seconded second by D Running, to table this agenda item until the May meeting. Motion carried.

X.OLD BUSINESS None.

XI. NICOLET FEDERATED LIBRARY SYSTEM No report.

XII. PRESIDENT'S REPORT None.

XIII. LIBRARY DIRECTOR'S REPORT

A. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF A PERSONNEL COMMITTEE FOR THE PURPOSES OF THE DIRECTOR'S PERFORMANCE REVIEW BASED ON THE RECOMMENDATION OF THE FORMER BOARD MEMBERS ASKED TO ASSIST IN THE UPCOMING DIRECTOR REVIEW Kathy Pletcher and Carla Buboltz will facilitate the review in May. N. Jeske and M. Aubinger will represent the board as the Personnel Committee. A review by the Personnel Committee will be conducted on April 28, 2016 at and the results will be shared with the entire board. Motion by J. Van Dyck, seconded by C. Bianchi, to approve the members of the personnel committee. Motion carried.

B. Simons met with Festival Foods and they showed interest in a staff less station at new University site. They liked the outdoor station model and would accommodate its specs. The library would have to find funding. B. Simons will collect more info to present to the board. They are also building community room in which the library could do storytime.

The Southwest addition is open and the exterior is waiting to be finished. Once done, a ribbon cutting will be scheduled.

Alternate parking during Central parking lot project will be the building next door – Dennis Feld (Humana).

A notice from Carla Buboltz on fundraising for the Wrightstown Branch indicated donor fatigue and the inability to sustain fundraising efforts.

Motion by J. Vander Leest, seconded by C. Bianchi, to receive and place the Director's report on file. Motion carried.

XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW J. Vander Leest suggested establishing an ad hoc East Branch facilities committee since timing is important. D. Running also interested as are C. Bianchi and J. Van Dyck. J.

Vander Leest suggested asking staff for efficiency items as work begins on the 2017 budget. Simons said that was a good suggestion and that as we develop the budgets that is already part of our process.

Xv. ADJOURNMENT

Motion by J. Vander Leest, , seconded by C. Bianchi, to adjourn the meeting. Motion carried.

The meeting adjourned at 7:35 p.m.

NEXT REGULAR MEETING

May 19, 2016

Ashwaubenon Branch Library 1060 Orlando Drive

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary